

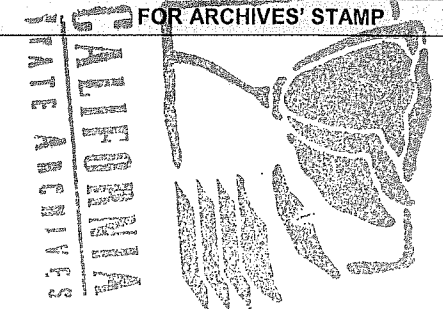
## RECORDS RETENTION SCHEDULE

GC 28133

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2<sup>nd</sup> Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION CPSD <i>Puc - Consumer Protection + Safety Division</i>		(2) AGENCY BILLING CODE <i>59000</i>		(3) PAGE 1 OF 2 PAGES	
(4) DIVISION/ BRANCH/ SECTION ADMINISTRATIVE BRANCH		(5) ADDRESS 505 VAN NESS AVENUE, SAN FRANCISCO, CA 94102			
CHECK THE APPROPRIATE BOX					
(6) <input checked="" type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]					
(7) <input type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER CPSD – 1	(10) SCHEDULE DATE 11-10-07	(11) NUMBER OF PAGES 1	(12) CUBIC FEET (Total Schedule) 131
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER	(14) APPROVAL NUMBER	(15) APPROVAL DATE (S)	(16) PAGE NUMBER(S) REVISED - 1
(17) MISSION/FUNCTIONAL STATEMENT : <i>TO INSURE THAT UTILITY CONSUMERS ARE PROTECTED FROM FRAUD AND ABUSE, THAT UTILITIES &amp; PUBLIC TRUST SYSTEMS ENSURE THE RELIABILITY OF THEIR SYSTEMS AND THE SAFETY OF THEIR EMPLOYEES AND THE PUBLIC AND THAT SERVICE PROVIDERS UNDER OUR JURISDICTION COMPLETE FAIRLY FOR THE OPPORTUNITY TO PROVIDE THEIR SERVICES TO THE PEOPLE OF THE STATE OF CALIFORNIA.</i>					
PART I – AGENCY STATEMENTS					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.					
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <i>George M. Cochran</i>		(19) TITLE <i>BCO</i>		(20) PHONE NUMBER <i>(415) 703-2960</i>	(21) DATE SIGNED <i>11/26/07</i>
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE - RECORDS MGMT. ANALYST <i>Dany R. Munhall</i>		(23) CLASSIFICATION <i>B5000 Supervisor</i>		(24) NAME (Printed or Typed) <i>GARY R. MUNHALL</i>	(25) PHONE NUMBER <i>(415) 703-1860</i>
(26) DATE SIGNED <i>12/24/2009</i>					
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE – CalRIM CONSULTANT <i>Jarvis C. Landry</i>		(28) APPROVAL NUMBER <i>08-052</i>		(29) DATE SIGNED <i>2/13/2008</i>	(30) EXPIRATION DATE <i>2/13/2013</i>
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)					
THE ATTACHED RECORDS RETENTION SCHEDULE:					
(31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives					
(32) <input checked="" type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Sydney Bailey Archivist</i>		(34) DATE SIGNED <i>3/4/08</i>			



08-052

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

1	24	NOTIFY ARCHIVES	Julie Halligan Division Documents Deputy Director	P		Active			ACTIVE		After 5 years gets destroyed
2	6		Timekeeping & Personnel Records	P		Active			ACTIVE		After 7 years gets destroyed
3	10	NOTIFY ARCHIVES	Director Rich Clark's Division Documents	P		Active			ACTIVE		After 5 years gets destroyed
4	19	NOTIFY ARCHIVES	BCO Division Documents	P		Active			ACTIVE		After 3 years gets destroyed
5	12		BCO Division Requisition Documents	P		Active			ACTIVE		After 7 years gets destroyed
6	60		Administrative / Telecommunications Documents	P		Active			ACTIVE		After 5 years gets destroyed
7			STD. 70 RECORDS INVENTORY WORKSHEET	P		CURRENT			CURRENT		RETAIN AS "CURRENT" UNTIL NO LONGER NEEDED FOR REFERENCE OR ANALYSIS WHENEVER IS CAPED
8			STD. 73 RECORDS RETENTION SCHEDULE	P		CURRENT			CURRENT		RETAIN AS "CURRENT" UNTIL REVISED. NOTE: ALTHOUGH A REVISION IS REQUIRED EVERY 5 YRS. FROM DATE APPROVED BY CALRIM RRS THAT ARE NOT REVISED REMAIN IN EFFECT BUT ARE CONSIDERED NON-CURRENT.